



Arizona Department of Education  
**Research and Evaluation Section**  
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## MEMORANDUM

**TO:** Superintendents, Charter Holders, Principals, and Testing Coordinators

**FROM:** Dr. Robert J. Franciosi  
Deputy Associate Superintendent  
John A Stollar Jr  
Associate Superintendent for Accountability

**DATE:** February 23, 2008

**SUBJECT: **IMPORTANT. Substantive changes for the Deadlines/Timetable for 2009 Test Results, Achievement Profiles, and Adequate Yearly Progress (AYP) Evaluations.****  
**(REF: RE900-E )**

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The U.S. Department of Education has requested that Arizona move the release of AYP evaluations to an earlier date in order to comply with the requirements of No Child Left Behind. It has warned that failure to do so could result in financial sanctions. The schedule given below reflects Arizona's effort to meet the required release date. We need every district and charter school to strictly adhere to these dates in order to insure an accurate evaluation of your school.

This memo is to inform you of the revised timetable for the release of:

- Aggregate AIMS test scores;
- AZ LEARNS Achievement Profiles for schools;
- Adequate Yearly Progress (AYP) evaluations for schools, districts, and charter holders;

and to advise you of other important dates for this year's accountability season, including deadlines for appeals and the application for alternative schools status.

Please note the following important information:

- Student counts for AYP; student program membership; graduation rates; and dropout rates will be made available by **March 3, 2009**. Please take the time to inspect your student information and ensure that program memberships, entry and exit dates, and withdrawal codes are correct and up to date.
- Preliminary AYP/AZ LEARNS evaluations will reflect all data changes made by **May 29, 2009**. Final evaluations will reflect all changes made to SAIS data by **June 19, 2009**. Schools will be responsible for any and all changes to student information made before the final release of school evaluations. It is incumbent upon all districts and

charters to organize the schedules of your data accountability people to provide accurate data at this time.

- Preliminary and final AZ LEARNS will be released on the same dates as the AYP evaluations. The appeals processes for AYP and AZ LEARNS will also have the same timelines; however, appeals will continue to be submitted via two separate applications.
- Per memo RE08005-E of October 10, 2008, a school that has failed to submit the information for its school report card may be denied the ability to appeal its evaluation.
- **NOTE: Only four days will be available for data corrections after the preliminary evaluations are made available on June 15. The last date for submission of data for evaluations is June 19<sup>th</sup>—before SAIS closes! Districts and Charters should make plans to have their data accountability person available this week for any necessary changes. Please take into account that SAIS will be heavily congested in June as the end of the fiscal year approaches. Try to make all data changes early!**
- Missing or incorrect SAIS IDs on testing documents are the leading cause of data errors in AYP and AZ LEARNS evaluations, and the time available for correcting SAIS IDs on testing records after the scores have been returned and made available for corrections is extremely short. Please make sure that student test documents have the correct SAIS ID at the time of testing!

**Alternative School Status.** As of the date of this memo, the Arizona Department of Education (ADE) will be accepting applications for alternative school status for the 2009 AZ LEARNS evaluations. The deadline for applications is given below. For a description of the criteria a school needs to meet to be deemed an alternative school, and the method used to calculate an achievement profile for alternative schools please read the AZ LEARNS Technical Manual available on the ADE web site.

Schools wishing to apply for alternative school status must submit an application letter and supporting evidence to the ADE at [achieve@azed.gov](mailto:achieve@azed.gov). Supporting evidence should consist of documentation such as mission statements, charters, and public information indicating that it is the schools sole mission to serve students listed in the definition. The report card for a school applying for alternative status under AZ LEARNS must state that it is an alternative school in the “School Mission and Goals” section of the report card. Failure to do so may result in the school’s application being denied. Schools already granted alternative status need not reapply. Schools may apply to have their alternative status revoked.

**NOTE. Aggregate test results in any form, including summary results for the graduating class of 2009; preliminary AZ LEARNS profiles; and preliminary AYP evaluations are embargoed and are not to be shared with the public until the public release by the Arizona Department of Education (ADE). This information may be shared with staff only on a need-to-know basis.** Test score results for individual students may be shared with the students, parents, teachers, and other staff in order to make educational decisions related to specific students.

We appreciate your attention to these upcoming calendar events as well as your ongoing cooperation. Research and Evaluation will be providing you more detailed information, directions for completing applications, and reminders regarding each of the events outlined in this memo as they approach. Please be sure to share this information with district and school staff as necessary.

If you have any questions regarding this information, please contact Research and Evaluation at 602-542-5151 or email [achieve@azed.gov](mailto:achieve@azed.gov).

## Release Dates

The ADE will release information to schools, districts, and the public on the dates provided below.

Embargoed release to districts/schools		Public release	
AIMS, AIMS DPA, and TerraNova scores available via the ADE Common Logon.	<b>June 15, 2009</b>	AIMS, AIMS DPA, and TerraNova scores.	<b>July 15, 2009</b>
Preliminary AYP evaluations for all schools and districts.	<b>June 15, 2009</b>	Final AYP evaluations for all schools and districts.	<b>July 29, 2009</b>
Preliminary Title III AMAO evaluations for all schools and districts.	<b>June 15, 2009</b>	Final Title III AMAO evaluations for all schools and districts.	<b>July 29, 2009</b>
Preliminary AZ LEARNS Achievement Profiles for all schools.	<b>June 15, 2009</b>	Final AZ LEARNS Achievement Profiles for all schools	<b>July 29, 2009</b>

**Deadlines for the Submission of Information**

Following are the deadlines for the 2009 appeals process for AZ LEARNS and AYP. All deadlines are for 4 p.m.

<b>Event</b>	<b>Opening Date</b>	<b>Closing Date</b>
<b>Data correction/statistical appeals for graduation and dropout rates.</b> Please take the time to inspect your student information and ensure that program memberships, entry and exit dates, and withdrawal codes are correct and up to date. Corrections must be done through SAIS.	<b>March 3, 2009</b>	<b>May 30, 2009</b>
<b>Data correction/statistical appeals for enrollment counts and program membership.</b> This application provides rosters of students enrolled at the time of testing. Schools are responsible for testing students on these rosters. Please take the time to inspect the rosters and ensure that program memberships and entry and exit dates are correct and up to date. Corrections must be done through SAIS.	<b>March 3, 2009</b>	<b>June 19, 2009</b>
<b>Submission of correct SAIS IDs for student AIMS records for reading, writing, and math.</b> Please examine the SAIS ID correction application on the common logon and correct any missing or erroneous SAIS IDs. Students with incorrect SAIS IDs cannot be matched to enrollment and so will not be counted as tested.	<b>June 13, 2009</b>	<b>June 19, 2009</b>
<b>Submission of application for AZ LEARNS alternative schools status.</b> A school wishing to apply for alternative school status must submit an application letter and supporting evidence to the ADE by this date.	<b>NA</b>	<b>April 30, 2009</b>
<b>AYP substantive appeals.</b> A school/LEA wishing to appeal its AYP status based on adverse circumstances outside of its control must submit its appeal during this time period.	<b>June 15, 2009</b>	<b>June 26, 2009</b>
<b>AZ LEARNS substantive appeals.</b> A school wishing to appeal its AZ LEARNS status based on adverse circumstances outside of its control must submit their appeal during this time period.	<b>June 15, 2009</b>	<b>June 26, 2009</b>
<b>Title III AMAO Appeals</b> An LEA wishing to appeal its AMAO status based on adverse circumstances outside of its control must submit an appeal during this time period.	<b>June 15, 2009</b>	<b>June 26, 2009</b>